

Co-sponsorship of 2006 Tribal Drinking Water Conference: Requests for Proposals

Overview

EPA Region 9 is soliciting proposals to co-sponsor the 2006 Tribal Drinking Water Training Conference. This event will consist of **3-4 days** of concurrent training sessions pertinent to owning, operating, and maintaining a Public Water System (PWS), as defined by the Safe Drinking Water Act (SDWA). Through a competitive process, we would like to award a cooperative agreement to co-sponsor the regional training conference to be held either in **April, May or June of 2006.**

Catalog of Federal Domestic Assistance Number: 66.424.

Important Dates:

January 27, 2005:	Conference call to address potential applicant questions.
March 1, 2005:	Deadline for submitting proposals
March 15, 2005:	The selection will be made and all interested parties will be notified in writing whether or not their proposal has been recommended for award.
May 15, 2005:	Deadline for the recommended co-sponsor to submit a completed cooperative agreement application and co-sponsorship agreement.

Contents of Full Text Announcement:

- I. Funding opportunity description
- II. Award information
- III. Eligibility information
- IV. Initial proposal submission information
- V. Initial Proposal Review Information
- VI. Award administration
- VII. Agency contact
- VIII. Other Information

Co-Sponsorship of 2006 Tribal Drinking Water Conference: Requests for Proposals

Full Text Announcement

I. Funding Opportunity Description

EPA Region 9 is soliciting proposals to co-sponsor the 2006 Tribal Drinking Water Training Conference. This event will consist of 3-4 days of concurrent training sessions pertinent to owning, operating, and maintaining a Public Water System (PWS), as defined by the Safe Drinking Water Act (SDWA). Through a competitive process, we would like to award a cooperative agreement to co-sponsor the regional training conference to be held either in April, May or June of 2006.

The objective of this training intensive is to address Tribal needs in the areas of technical, managerial, and financial (TMF) aspects of operating a PWS. Multiple training sessions covering the various TMF topics will run concurrently. Participants can tailor the week to meet their specific educational needs and interests. Where possible, training sessions should offer continuing education units for the purpose of operator re-certification. Potential sessions include, but are not limited to, the following three areas:

TECHNICAL	MANAGERIAL	FINANCIAL
<i>Hydrant Repair</i>	<i>Regulations Update</i>	<i>Billing Method</i>
<i>Electric Control Panels</i>	<i>Emergency Planning</i>	<i>Rate Structure</i>
<i>Chemical Monitoring</i>	<i>Writing a CCR</i>	<i>DW Tribal Set-Aside</i>
<i>Arsenic Treatment</i>	<i>Monitoring Waiver</i>	<i>Grant Management</i>
<i>Chlorination & Pump Repair</i>	<i>Workshop</i>	
<i>Site Visit to a Drinking Water</i>	<i>How to Run a Meeting</i>	
<i>Treatment Plant</i>	<i>Utility Management</i>	

An all-encompassing training approach provides the opportunity for training at various levels in multiple areas. This will help to better facilitate communications between operators, managers, and technical assistance providers throughout the Region.

This training is open to all Regional tribal representatives responsible for the operations and management of PWSs located on Tribal lands. Based on the participation at this event in 2004, attendance is estimated at 100-125 participants. The following is a list of potential responsibilities the co-sponsor would accept:

- S Collaborate with Regional EPA staff to develop the training agenda and select trainers*
- S Coordinate training location/facility*
- S Oversee any contractors the co-sponsor chooses to use*

- S Produce and Distribute general training materials*
- S Promote and advertise the training*
- S Coordinate registration for the training*
- S Arrange with a water utility for one or more off-site visit(s) (including transportation) to drinking water plant(s)*
- S Provide onsite staff and supervision for logistical assistance during the training intensive*
- S Arrange food and beverages for morning and afternoon breaks*
- S Process scholarship reimbursements for attendees*
- S Compile training evaluations*
- S Complete project closeout activities*

II. Award Information

The selected recipient will be awarded approximately \$125,000 to \$175,000 of Drinking Water operator certification funds (CFDA 66.424), authorized by §1442 of the SDWA, to cover the cost of coordinating the training and the reimbursement of travel costs for attendees. Funding will be provided through the U.S. EPA Drinking Water Office tribal operator certification budget. Co-sponsors will not be authorized to charge participants a registration fee for any portion of the training intensive.

III. Eligibility Information

EPA is soliciting Initial Proposals (IPs) from States, Tribes, local governments, universities, non-profits, and other eligible entities. Assistance will be targeted to applicants who have successfully demonstrated the ability to carry out Federal grant programs. No matching funds are required. Costs incurred prior to grant award will not be reimbursed. Please note that Research is ineligible for funding as well as other ineligible costs outlined in 40 CFR Parts 30 and 31.

IV. Initial Proposal Submission Information

Full application packages do not need to be submitted at this time. It is recommended that confidential information not be included in the IP. Costs incurred prior to grant award will not be reimbursed. The proposals should include the following sections:

1. Introduction – Describe organization and relevant experience. Explain organizations interest and goals in co-sponsoring the training, and the availability of staff to coordinate with Regional EPA staff.

2. Proposed Training Site and Facilities – Location of training and lodging with associated costs, number of available training rooms and the room capacities, equipment provided by facility (projectors), brief description of evening entertainment options.

3. Description of Tasks to be Accomplished – Include any recommended activities. Give associated costs for each task and highlight those tasks that will require collaboration with EPA. Include a proposed timeline for accomplishing the tasks.

4. Financial Management – Provide a detailed breakdown of the proposed budget. Include in the budget the estimated travel cost for participants attending the training.

Please send or fax one copy of the IP to:

Doug Liden
U.S. EPA Region 9 (WTR-6)
75 Hawthorne St.
San Francisco, CA 94105
Fax (415) 947-3549

IPs **must** be received by EPA by March 1st, 2005. Proposals received after this date will not be considered.

V. Initial Proposal Review Information

EPA will award the Cooperative Agreement on a competitive basis, and evaluate IPs based on the following criteria:

1. Availability and expertise of staff to collaborate planning and manage the training course (weight: 5).
2. Relevant experience (weight: 4.5)
3. Accessibility of proposed training site and associated costs (weight: 4).
4. Strength of proposal (weight: 3.5)
5. Reasonableness of the proposed budget (weight: 3).

As indicated in paranthesis, each criterion holds a weight, which will be multiplied by a ranking factor of 1-5, to compute the overall score for the proposal. Final selection will be made by the Director, Water Division, EPA Region 9. The selected organization will be notified and requested to submit a full application.

VI. Award Administration

The IP that is selected for continuance in the process will be sent an application kit for funding. This recipients will be invited to submit a detailed workplan and the completed application for funding. Receipt of an application kit is not a guarantee of funding. Deadlines must be met and the work plan must be approved by the EPA Project Officer for funding to occur.

Regulations governing the award and administration of Water Quality Cooperative

Agreements: 40 CFR part 30 (for institutions of higher learning, hospitals, and other non-profit organizations) and 40 CFR part 31.

Quarterly project status reports and a Financial Status Reports will be required. Quarterly reports should describe project activities and provide the EPA Project Officer with information about project development. The Financial Status Report must accurately account for all federal funds expended and identify appropriate use of federal funds.

Disputes: Procedures at 40 CFR 30.63 and 40 CFR 31.70 will apply.

Confidentiality: Applicants must clearly mark information they consider confidential and EPA will make confidentiality decisions in accordance with Agency Regulations at 40 CFR, Part 2, Subpart B.

EPA Reserves the right to reject all proposals and to not make any awards.

VII. Agency Contact

For additional information, please contact

Doug Liden
Phone: (415) 972-3406,
Fax: (415) 947-3549
Email: liden.douglas@epa.gov

VIII. Other Information

The selection of a co-sponsor will be a competitive process. To avoid giving preferential treatment to any potential applicant, the Drinking Water Office will offer a conference call to address any questions regarding this solicitation. This call is scheduled for **Thursday, January 27, 2005, at 10:00 AM (PST)**. If you would like to participate in this call, Please contact Doug Liden in the Drinking Water Office by phone (415) 972-3406, Fax (415) 947-3549, or e-mail at liden.douglas@epa.gov to reserve a space and obtain the call-in number.